

**USACE FINANCE CENTER
BIWEEKLY REPORT
PERIOD ENDING 20 FEBRUARY 2004**

I. CEFMS:

A. We modified CEFMS to allow negative (credit) government order billings to be recorded as negative disbursements. This change increases the undelivered order amount of the government order; eliminates the need to create a refund receivable bill and process a collection on the Requesting Activity database; eliminates the process of the funds being collected back into the funding account and having to be re-obligated; and corrects the problem of the government order and customer order amounts not agreeing when a negative billing is processed. Changes were made to the Automatic Government Billing Transmission process for Corps-to-Corps Orders, the manual CEFMS government order billing screen, and the Bulk Certification screen for those bills automatically transmitted.

B. We enhanced the Government Order Billing screen to display all lines on the Government Order, along with the total ordered, cumulative billed and accrued amounts for each line. This information is helpful to the user and will prevent errors in billed amounts.

C. We developed new reconciliation reports that identify out-of-balance conditions on Intra-District payables recorded in appropriation 96 X 4902. The out-of-balances will be corrected and CEFMS will be modified as necessary. These reconciliation reports will assist USACE in providing subsidiary ledgers that support the general ledger for accounts payables.

D. Roger and Brenda Schimming conducted a CEFMS training class at the finance center 9-12 Feb 04 for forty employees from Mobile, Omaha, Little Rock, Rock Island, and Vicksburg.

E. We modified the labor transfer process of the Operating Budget Module. USACE activities can now transfer labor budgets from non-related organizations (e.g. Logistics and Internal Review) in the same transfer process. Activities can also transfer labor budgets for all organizations by selecting the FOA's Executive Office and including all subordinates. These changes make the budget labor transfer process more flexible for users, and the screen is now more informative.

F. We modified the Manpower Extract and Distribution process, which allows CEFMS to more accurately report hours worked by employees who are in 'EMP ASSIGNED' organizations. 'EMP ASSIGNED' organizations are those in which Manpower execution is based on the employees' assigned AMSCO instead of projects to which labor is charged. Such organizations are normally funded by reimbursable orders citing G&A accounts, and include the USACE Finance Center, and the Western and Central Processing Centers.

G. We trained approximately 80 employees of the Huntsville Engineering and Support Center (HNC) on the CEFMS Operating Budget Module. The Resource Management Division attended the first 8-hour session that included detailed information on setting up the budget environment as well as formulating budgets and generating execution reports. The last three sessions, each 4 hours, focused on formulating and executing budgets and were geared toward those responsible for preparing budgets for technical and other support (non-RM) offices. The training will help ensure full participation by all elements of the HNC.

H. We identified a problem associated with the assignment of the resource plan number to the funding account: the basic resource plan was approved and identified to a funding account, but subsequent resource plans were not being updated to the funding account. One USACE activity had 256 funding accounts with incorrect resource plan numbers. This condition was caused by the use of PROMIS imported resource plans in CEFMS. The imported resource plan number was not updated to the funding account when the resource plan was approved. We corrected the problem by developing a data base trigger to update the resource plan number in the funding account when the latest current resource plan number is approved. We also wrote a script to correct this problem on all USACE databases.

I. We revised the cost sharing users manual by incorporating the system changes that record "work in kind" (WIK) the same as cash. We advised the cost share users group of this change.

J. We made the funding account create/update and funding account status screens easier to use and read. The General/Administrative Overhead and Departmental Overhead exempt indicators are now 'check mark' indicators instead of 'Y'/'N' and the Supervision and Administration indicators are now radio buttons.

K. We created a P2 RM mail group to share information concerning the P2/CEFMS interfaces. Two information papers and numerous questions concerning the P2/CEFMS interface and the P2 deployment have been provided via this mail group.

L. We developed a method to create work items after P2 deployment in CEFMS in 'emergency' situations by creating a new role. The role allows authorized users to create non-revolving fund work items even if the site is P2 deployed. This change and role were created at the request of the P2 team. We developed a new report that lists persons who have been granted authority to create non-revolving fund work items in CEFMS after a site has been marked as P2 deployed and also a report to lists the work items they have created. These report were required by the P2 team to monitor granting of the role and creation of non-revolving fund work items.

M. We developed a plan to correctly handle the elimination entries when the customer order and government order appropriation are not equal for orders within USACE. The first step involves changing the order process used to transmit the required information from the performing activity. We estimate completion of this step by 1 March.

N. We are modifying CEFMS to print "Remarks" on bills created as a result of post audits of travel. The remarks will inform the traveler why he is being billed and who to contact if he has questions about the indebtedness.

II. PROBLEM REPORTS/IMBALANCES:

A. Open problem report inventory:

	<u>This Report</u>	<u>Last Report</u>
Total Problems	919	864
Priority #1 Problems	85	83

Received 227 new problem reports and completed 172 problem reports.

B. Database Imbalances on our 62 Production Sites:

<u># of Imbalances</u>	<u>This Report</u>	<u>Last Report</u>
None	51	58
One	7	0
Two	3	0
Three	0	2
Twenty-seven	0	1
Ninety-Eight	1	0

One database has been added since last report. Total databases are now 62.

III. ACCOUNTING OPERATIONS:

A. NUMBER AND LOCATION OF ONBOARD PERSONNEL:

<u>LOCATION</u>	<u>ONBOARD</u>
MILLINGTON	244
HUNTSVILLE	22
USACE HQ	1
DA INTERN	4
TOTAL	271

B. DISBURSING WORKLOAD DATA:

<u>PAYMENT</u>	<u>CURRENT MONTH</u> <u>Feb 01 - 17</u>	<u>YEAR TO DATE</u> <u>Oct 01 - Feb 17</u>
BY CHECK:		
Checks Issued	6,572	56,304
Percent of Total	14%	13%
Dollar Amount	52,042,604	\$485,536,241
BY EFT:		
Transfers Made	27,040	205,228
Percent of Total	86%	87%
Dollar Amount	\$788,833,390	\$6,398,454,264

IV. OTHER UFC ISSUES:

A. Nineteen UFC employees and four DA interns attended the Fiscal Law Course presented by the Army Judge Advocate General School 9-12 Feb 04. This course covered statutory and regulatory limitations governing the obligation and expenditure of appropriated funds. There was no tuition for the course, which was broadcast from Maxwell Air Force Base and viewed by UFC personnel at the local Air National Guard base.

B. The Finance Center completed the first phase of the FY 05 manpower requirements cycle by uploading average salary data for civil funded positions to the USACE FORCON database on 20 Feb 04. The next submission - FY 04 and FY 05 Civil Funding Data - is due 12 Mar 04. The final data submission is due 9 Apr 04, and will consist primarily of military funded position information. Final FY 05 manpower allocations are expected to be released by HQUSACE on 1 Jul 04.

C. The UFC LAN DITSCAP project is well into Phase II. The contractor performed local penetration testing on Saturday, 14 Feb 04. The testing concentrated on all servers and selected desktops. The complete results of the testing have not been received at this time; however, the testing officials indicated there were no major vulnerabilities. The anticipated completion date for this project is 26 Mar 04.

D. As a part of the DoD initiative to correct the material weakness in intragovernmental eliminations, UFC personnel participated via teleconference in the DoD Intragovernmental Transactions IPT Meeting held at DFAS Headquarters on 17 Feb 04. Discussions included an update on the Intragovernmental Transaction System (IGTS) for DoD and the status of the Intragovernmental Transaction Exchange (IGTE) portal for all intragovernment transactions. Personnel from DFAS Headquarters (IGTS POC) will visit the UFC on 23-25 Feb 04 to discuss the new IGTS concept of operations. USACE has been selected to serve as a pilot for DoD IGTS/IGTE participation. The site visit will allow systems personnel from DFAS and USACE to review file formats and work out the details for providing CEFMS information to IGTS. The goal of the system is to allow USACE to process buyer and seller transactions for GSA rent and reimbursable information technology services through the IGTE starting in Jul 04.

E. The Integrated Automated Travel System (IATS) version 6.02 is tentatively scheduled for implementation at UFC on 26 Apr -7 May 04. We will be the first DoD finance center to use the new version. This version is designed to fix problems identified with the previous versions.

F. As a result of CEFMS improvements, CEEMIS automation and continued improvement in USACE military appropriation financial data, effective 22 Feb 04, we will move 6 accountants from the Military Reports Division to fill vacancies in other divisions throughout the finance center.

G. On 5 February 2004, I held our quarterly townhall meeting. I discussed Black History month and our need to recognize and embrace their vital role in our nations history. I also provided an update on outsourcing, USACE 2012, new base security issues concerning the Common Access Card (CAC), DoD accelerated reporting, finance center employees VSIP/VERA questions, the USACE role in Iraq covering the establishment of the Gulf Region Division and our new finance center policy that relates to professional organizations and accreditation. We

also recognized our employees that did not use any sick leave during calendar year 2003, our employee of the quarter, Ms. Kathleen Sebastian of the Accounts Payable Division and our Team of the year who was the Travel Division. The team of the year citation read as follows:

The personnel below are presented the USACE Finance Center Teamwork of the Year Award for outstanding achievements related to their accomplishments in the Travel Division. During 2003, the Travel Division team participated in a major test for a new Department of Defense automated travel system. The team participated in and was an integral part of extensive and intensive testing of the automated system in less than optimum conditions---a shortage of personnel and increased workload. The Travel Division team still maintained a reimbursement turnaround time of less than 5 days during the entire test period. And, throughout the year, the team averaged a reimbursement turnaround time for TDY travel vouchers of less than 3 days. This accomplishment is attributable to a shared team spirit and vision and demonstrates what a dedicated team of professionals can achieve.